

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1520

TO: National School Lunch, Breakfast and Special Milk Program Sponsors

FROM: Charlene Russell-Tucker, Chief
Bureau of Health and Nutrition Services and Child/Family/School Partnerships

DATE: October 17, 2006

SUBJECT: Operational Memorandum #01-07
Schedule for Submission of Online Reimbursement Claim Data

Public Law 96-151 mandates time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the fifteenth of the month following the last day of the month covered by the claim or as noted below when the 15th falls on a weekend or holiday. Final claims, including revisions, must be submitted not later than 60 days following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days may not be paid. The new schedule is listed below.

(1)	(2)	(3)	(4)
Claim Month	- DUE DATE - Received by State agency for prompt payment	Check due if received by date in (2)	- FINAL DEADLINE - Submitted* to State Agency by this date to be paid
October 2006	November 15, 2006	January 5, 2007	December 29, 2006
November	December 15	February 5, 2007	January 29, 2007
December	January 16, 2007	March 8	March 1
January 2007	February 15	April 9	March 30
February	March 15	May 7	April 27
March	April 16	June 7	May 30
April	May 15	July 6	June 29
May	June 15	August 6	July 30
June	July 16	September 5	August 29
July	August 15	October 5	September 28
August	September 14	November 6	October 30
September	October 15	December 6	November 29

*Note: “Submitted” means the data has been entered, submitted and received by the Child Nutrition website at:
<http://www.csde.state.ct.us/connecticutprod/Splash.asp>

1. Claims are due (received by State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Claim data **MUST** be received “On-Line” by the date in column (4) to comply with the required time frame (60 days).
3. Claim forms (original and/or revised) must be submitted “On-Line” by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

If there are any questions about this information, contacts are as follows:

- Teri Dandeneau, 860-807-2079, teri.dandeneau@ct.gov
- RoseAnna Holliday, 860-807-2064, roseanna.holliday@ct.gov
- Lorraine Sternal, 860-807-2008, lorraine.sternal@ct.gov
- Robert Zwack, 860-807-2081, robert.zwack@ct.gov

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website: <http://www.state.ct.us/sde/deps/nutrition/SchoolNutrIndex.htm>